

COURT SECURITY SCREENER

DISTINGUISHING FEATURES

The fundamental reason the Court Security Screener position exists is to provide several quality services including maintenance of security and decorum within the court and upholding of precautionary safety measures to all staff of the court and to those customers utilizing court related services. Work is performed under general supervision of a Deputy Court Administrator.

ESSENTIAL FUNCTIONS

Inspects persons and personal belongings of people entering the court for such things as weapons, contraband or other suspicious or potentially harmful items.

Ensures no one is smoking, eating or carrying any type of weapon into the court areas.

Possess an ability to identify potentially harmful items through use of an x-ray screening machine and/or metal-detecting device.

Directs people to appropriate places in the court.

Locks and unlocks the courthouse at specific times each day.

Demonstrates mutual respect for people at all levels. Establishes and maintains effective working relationships with team members, City officials, staff, defendants, and the general public, realizing the diversity of each individual contacted through the course of work.

Listens and communicates effectively.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Knowledge of security techniques and practices associated with government building security issues
Procedures for security, entry and retrieval of information, and methods for correction
Procedures and rules for courtroom practices, procedures, operation, maintenance of case records, and processes for sentencing and violations.

Ability to:

Demonstrated ability to work independently and deal with the adverse, critical and confrontational situation in a stressful environment.
Understand court procedures and processes to ensure security and decorum are provided to the public
Interpret City policies, procedures and regulations
Interact with people who are confused, angry, and/or openly hostile to ensure security and decorum
Establish and maintain effective working relationships with defense attorneys, City Prosecutors, City Magistrates, management, and coworkers.

Education & Experience

Requires any combination of training, education and experience equivalent to a high school diploma or GED and a minimum of one year of recent general security experience. Knowledge of security techniques and practices associated with government building security issues. Must be able to stand 50%, sit 30%, and walk 20% of the work day. Must possess excellent communication skills. Must personify and promote shared responsibility, teamwork, and continuous improvement. Attendance and punctuality are essential functions of this position.

FLSA STATUS: Non-exempt

HR Ordinance: Classified